

KING EDWARD VI ASTON SCHOOL

Job description for a teacher of Personal, Social & Health Education

1. The Key Purpose of the Position

To contribute to raising the standards achieved by pupils in Years 7-11 in Personal, Social & Health Education by resourcing, delivering and evaluating the Personal, Social and Health Education programme. This will include teaching a timetable of lessons and supporting the Assistant Head Teacher with cluster leader responsibility for Personal, Social & Health Education in the achievement of whole school and department goals as stated in the school's strategic plan.

2. Line Management Responsibility

The teacher is line managed by the Assistant Head Teacher with cluster leader responsibility for Personal, Social & Health Education.

3. Responsibilities

i. Teaching

- a. To teach the PSHEE, Study Skills & Citizenship programmes appropriate to the year group under the direction & guidance of the appropriate Year Leader and Assistant Head Teacher.
- b. To have high expectations of all students based on relevant data.
- c. To teach using a variety of delivery methods which will stimulate learning, meeting the demands of the syllabus & the needs of the students.
- d. To prepare & update subject materials.
- e. To maintain discipline in accordance with the school's procedures and encourage good practice with regard to punctuality, behaviour & standards of work.

ii. Curriculum Provision & Development

- a. To assist the line manager and Year Leaders in the development of appropriate syllabuses, resources, schemes of work & teaching strategies.
- b. To contribute to the development & implementation of the subject's strategic plan.
- c. To plan & prepare courses and lessons.

- d. To attend & contribute to appropriate meetings-subject leaders, year leaders & form tutors.
- e. To review, on a regular basis, methods of teaching and pedagogy.

iii. Generic Responsibilities

- a. All individual members of staff have a responsibility for promoting and safeguarding the welfare of the children and young people they are responsible for or come into contact with on the school sites.
- b. All staff must know about their roles and responsibilities under the terms of the school's Child Protection policy.
- c. All staff should be aware of the cultural differences between students dealing with incidents of racism, homophobic bullying & gender stereotyping in accordance with agreed school procedures.
- d. Staff must carry out their roles and responsibilities with due regard to their own, and others, health & safety.
- e. All staff must know what to do in the event of the fire & lockdown alarms sounding.
- f. All staff have a responsibility to report potential, or actual, health and safety issues, to the school's health and safety officer.
- g. All staff are expected to participate in the school's performance review system.
- h. All staff are expected to undertake appropriate professional development in relation to their role and responsibilities.
- i. Liaise with Year Leaders in implementing the school's pastoral policies and to report to the Year Leader problems experienced by students & how these may be resolved.
- j. Communicate with parents & outside bodies as appropriate.
- k. All staff are required to attend the meetings published in the school calendar appropriate to their role.
- l. All staff are required to follow all agreed school policies and procedures.
- m. Staff should at all times set an example of personal integrity and professionalism.
- n. All staff are required to perform any other duties, commensurate with the nature and level of responsibility of the post, under the direction of senior staff, to ensure the smooth running of the school.

iv. Other Responsibilities

- a. Where appropriate, ensure the effective deployment of classroom support.
- b. To work as a member of a team (subject and year tutors), positively contributing to effective working relations within the school.
- c. To communicate, where necessary with parents and external bodies, following school policies.
- d. Attend Speech Night
- e. Attend staff morning briefing unless on duty
- f. To undertake before school, recess & bus duties as stated in the “Staff Duty Rota”

This job description is effective from 1st September 2018

Name (Print)

Signed

Date